

How to Apply for Online Recruitment

1. For New users, click on “Sign Up” and register into Online Recruitment Portal. Existing users may login using their credentials and skip to Step 4.



The screenshot shows the homepage of the recruitment portal. At the top, there is a banner with the text "We just want to have GREAT PEOPLE working for us" and "Careers". Below the banner, there is a section for "Current Job openings" with a table of advertisements. A red box highlights the "Sign Up" button in the "Login to Apply" section. The table of job openings is as follows:

Advertisement No.	Advertisement Date	Post/Details	Start Date	Last Date	View
11.ITTEST#1	30-09-2018	Advertisement for Test Post	30-09-2018 09:30	30-09-2028 14:01	

2. In User Sign-Up – New Registration, enter all details and click “Register”. Read Important Notes carefully.



The screenshot shows the "USER SIGNUP - NEW USER REGISTRATION" page. It features a registration form with fields for Email, Password, Fullname, Date Of Birth, PAN NO, Mobile, and City. There are "Back" and "Register" buttons. To the right, there is an "IMPORTANT NOTE" section with the following text:

Email ID(in lower case) may be used as User ID in the Login Page.

Note down User ID (i.e. email ID in signup page) and Password for future use

The following Password policy should be used:

- 1) Minimum 5 characters.
- 2) The alphabets must be between [a-z]
- 3) At least one alphabet should be of Upper Case [A-Z]
- 4) At least 1 number or digit between [0-9]
- 5) At least 1 character from [_ or @ or \$]

3. Upon successful registration, Login to the portal using your credentials.
4. Click on “Apply against a new Advertisement”.



The screenshot shows the "ONLINE APPLICATION FORM" page. It features a navigation bar with the following links: "Steps to follow for Online Payment", "Pay Online", "Update Profile (change Password)", and "Apply against a New Advertisement". The "Apply against a New Advertisement" link is highlighted with a red box. Below the navigation bar, there is a table with the following columns: Advertisement Number, Advertisement Date, Candidate Name, Application No, Application Date, Post Applied, Status, and Application.

- Application form will appear. In Personal Details Section, Select the “Advertisement Number” for application, “Post applied for” from the drop-down list. Click on “Save Application Create”. Enter other Details in the section.

PERSONAL DETAILS (A candidate can apply for one (01) post only.)

Advertisement No. **SELECT** Advertisement Date Post Applied For **SELECT**

Candidate Name Father/Spouse **FATHER** Enter Father / Spouse Name

Marital Status **SINGLE** DOB(DD-MM-YYYY) Gender **MALE**

Category **GENERAL** National Domestic **NO** Nationality **INDIAN**

Disability **NO** Nature Of Disability **N.A.** % Of Disability

Ex Serviceman **NO** Ex Service Start Date **DD-MM-YYYY** Ex Service End Date **DD-MM-YYYY**

Commissioned Officer **N.A.** Worked With **N.A.** Worked With Other

SPORTS PERSON

Meritorious Sportsperson **NO** International **NO** National Sports **NO** Inter University **NO** State School **NO** National Award **NO**

PERSONAL DETAILS (A candidate can apply for one (01) post only.)

Advertisement No. **TI.ITTEST 01** Advertisement Date **30-06-2018** Post Applied For **Assistant Project Engineer(Mechanical, Post Code - 01)**

Candidate Name Father/Spouse **FATHER** Enter Father / Spouse Name

Marital Status **SINGLE** DOB(DD-MM-YYYY) Gender **MALE**

Category **GENERAL** National Domestic **NO** Nationality **INDIAN**

Disability **NO** Nature Of Disability **N.A.** % Of Disability

Ex Serviceman **NO** Ex Service Start Date **DD-MM-YYYY** Ex Service End Date **DD-MM-YYYY**

Commissioned Officer **N.A.** Worked With **N.A.** Worked With Other

SPORTS PERSON

Meritorious Sportsperson **NO** International **NO** National Sports **NO** Inter University **NO** State School **NO** National Award **NO**

Save Application create

- Enter details of Sports Person if applicable and Save Application.

SPORTS PERSON

Meritorious Sportsperson **NO** International **NO** National Sports **NO** Inter University **NO** State School **NO** National Award **NO**

Save Application

- Enter Academic and Professional Qualifications and Save Application.

ACADEMIC AND PROFESSIONAL QUALIFICATION(Starting from Matriculation)

Examination Passed	Discipline	Full time / Part time / Correspondence	Course Duration (Year)	Name Of Institution & Board / University	Main Subjects / Specialization	Date of Passing Exam	Mark (in %) / Grade	Class / Division
SSC/Class-X/Matric		PART TIME	2 Year/2 Year	School Name, Exam Board	IN2M SUBJECTS	DD-MM-YYYY	0-99	First Class/Division
HSC/Class-XII/Inter		FULL TIME	1 Year/2 Year	School Name, Exam Board	IN2M SUBJECTS	DD-MM-YYYY	0-99	First Class/Division
Graduate in Mecha	SELECT	FULL TIME	3 Year/2 Year	College Name, University	IN2M SUBJECTS / DISCIPLINE	DD-MM-YYYY	0-99	First Class/Division
SELECT	SELECT	SELECT	3 Year/2 Year	College Name, University	IN2M SUBJECTS / DISCIPLINE	DD-MM-YYYY	0-99	First Class/Division
SELECT	SELECT	SELECT	3 Year/2 Year	College Name, University	IN2M SUBJECTS / DISCIPLINE	DD-MM-YYYY	0-99	First Class/Division
SELECT	SELECT	SELECT	3 Year/2 Year	College Name, University	IN2M SUBJECTS / DISCIPLINE	DD-MM-YYYY	0-99	First Class/Division
		SELECT	3 Year/2 Year	College Name, University	IN2M SUBJECTS / DISCIPLINE	DD-MM-YYYY	0-99	First Class/Division

Save Application

- Enter Additional Qualifications / Trainings Undergone (if any) and Save Application.

ADDITIONAL QUALIFICATION/TRAINING(S) UNDERGONE IF ANY

Name Of Training Programme	Type Of Training	Duration Of Training	Training Institution	Training Main Subjects	Training Passing (MM.YY)	Marks Scored (%) / Grade
					MM-YYYY	
					MM-YYYY	

Save Application

9. Enter Work Experience Details and Save Application.

WORK EXPERIENCE DETAILS (Chronological Order)

Employer Name Address	Post Held	From Date	To Date	Years	Months	Employee Type	Job Description	Pay Scale / Salary
		DD-MM-YYYY	DD-MM-YYYY	0	0	SELECT		
		DD-MM-YYYY	DD-MM-YYYY	0	0	SELECT		
		DD-MM-YYYY	DD-MM-YYYY	0	0	SELECT		
		DD-MM-YYYY	DD-MM-YYYY	0	0	SELECT		
		DD-MM-YYYY	DD-MM-YYYY	0	0	SELECT		

Present Employer Address Present Employer

Save Application

10. Details of Online transaction for application fees payment to MECON(if applicable) will be updated automatically once payment is done within 24 hours of payment.

ONLINE PAYMENT DETAILS

Transaction details will be automatically get updated once your payment is received by MECON which you have done through Online Payment Mode

Transaction No:
Transaction Date:
Transaction Amount:

11. Enter Address details and click on “Save Application”.

ADDRESS DETAILS

Present Address Present Address Permanent Address Permanent Address

Mobile No (9 DIGITS) E Mail id@mecon.co.in Place

IP ADDRESS 10.0.10.43

Save Application

12. Candidate needs to upload Relevant Documents as per applicability. Click on “Upload Supporting Documents.”

SUPPORTING DOCUMENTS

Candidate needs to upload Relevant Documents listed below as per applicability.

1. Photo
2. Signature
3. Certificate as DOB Proof
4. Certificate regarding academic qualification
5. Work experience Certificate
6. Category Certificate
7. PH Certificate
8. Ex-Servicemen Certificate (If claiming age relaxation)

Note:

- Photo 30 x 120 Maximum 40KB and Signature 150 x 50 Maximum 20KB and of resolution minimum 10dpi should be uploaded in JPG/JPEG only
- Each document should be duly self attested and then uploaded in PDF Format, and not exceeding 1 MB
- In case of multiple documents, all the documents should be merged into a single PDF file not exceeding 1 MB and uploaded.

Upload Supporting Documents

13. Instruction for uploading supporting documents are as below:

- Each document should be duly self-attested, in PDF Format, and not exceeding 1 MB.

- In case of multiple documents in work experience, all the documents should be merged into a single PDF file not exceeding 1 MB and uploaded.
- Candidates are requested to check and verify the uploaded documents using View link available in this page.
- Candidates are requested to check and verify the uploaded documents using View link available in this page.
- In case of the documents uploaded are not legible (not viewing properly), then the application is liable to be rejected.
- Choose files against mentioned document and select Verified as “Yes”. Click on “Upload (Apply Changes)”.

Document Type	Choose File	No file chosen	Verified
1. Certificate as DOB Proof	Choose File	No file chosen	Verified: NO
2. Certificate regarding academic qualification	Choose File	No file chosen	Verified: NO
3. Work experience Certificate	Choose File	No file chosen	Verified: NO
4. Payment Transaction Slip (if Payment Done)	Choose File	No file chosen	Verified: YES
5. Category Certificate	Choose File	No file chosen	Verified: NO
6. PH Certificate (if Applicable)	Choose File	No file chosen	Verified: YES
7. Ex-Servicemen Certificate (if claiming age relaxation)	Choose File	No file chosen	Verified: YES

14. Read the declaration carefully. Click “Agree” to agree for declaration. Candidates are requested to check the application before clicking “Confirm Application”. Once confirmed, no changes shall be allowed in the application form.

15. On clicking “Confirm Application”, if candidate is not eligible, error message will be displayed. **Candidate shall not be allowed to submit the application if he/she is not eligible.**

16. After “Confirm application”, confirmation page with your **Application Number** will be displayed. Note down the Application Number for future reference. Click “Back”. If candidates have to pay fees then click on “Proceed for Online Payment”.



17. Next step is payment of application fees by candidates, **if applicable**, whose status is **"PAYMENT NOT RECEIVED"**. If status of application is **"SUBMITTED"** skip to step 20.

18. Candidates are advised to Read **"Steps to follow for Online Payment"** carefully. Click on **"Proceed for Online Payment"** to make online Payment. Application will be **"SUBMITTED"** automatically subject to successful transaction and receipt of application fees by MECON.



19. Transaction details will automatically get updated once payment is received by MECON done through Online Payment Mode and can also be viewed by candidate. Refer Step 10.

20. Once application is **"SUBMITTED"**, **"Print"** option will be enabled. Candidates may take print out of application form for future reference. No need to send any Hardcopy of application.

